

Purposeful Job Design



Course Number: PJ 101

Cost Per Person:

Eligibility: Supervisors & Managers

Instructor: PDS

Length: 8:30 am - 4:30 pm

Certificate Series: Advanced Leadership Development Certificate

Location: Des Moines, Hoover State Office Building, Level A

Scheduled Sessions:

Courses will be
offered in FY17

Overview:

This course is offered to assist managers and supervisors in the process of creating, updating and designing a PDQ. The course includes the importance of designing the job correctly, implications of incorrect job design, and understanding of how the PDQ is applied to operations.

Objectives:

- Understand hiring authority/supervisor responsibilities for assigning job duties and updating PDQs
- Understand how to design jobs for organizational effectiveness
- Learn how to write an effective PDQ including essential functions
- Understand the classification review process
- Obtain a basic knowledge/awareness of the classification system and risks associated with misclassification